



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Accountant

SOLICITATION No.	13-002
OPENING DATE:	January 23, 2013
CLOSING DATE:	February 13, 2013
MARKET VALUE:	FSN-09 (USD 29,900– USD 44,852, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-09. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be placed on a trainee level, below FSN-09, until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level.

BASIC FUNCTION OF POSITION:

This position is located in the Office of Financial Management (OFM), USAID/Iraq. The primary purpose of this position is to serve as an accountant with responsibility for providing project and operating expense (OE) accounting and related fiscal support to the Mission. Maintains and periodically reviews, reconciles and balances both OE and technical program accounting records for grant and unilateral projects for USAID/Iraq. Prepares necessary periodic reports based on these records. Provides fund cites for requisitions. Commits and obligates funds, reconciles accounts and provides information to Mission management. Performs SF-1221 reconciliations each month with US Government authorized Disbursing Offices. Closes out purchase orders and de-obligates remaining funds.

DETAILED DUTIES AND RESPONSIBILITIES:

A. Maintains all levels of financial activity for USAID/Iraq through Phoenix system such as Mission budget allowances, program and operating expense accounting records, accrued expenditure records, disbursement and advance controls, determining the legality and validity of all potential obligations in accordance with 5 USC Section 1311 and taking into account General Accounting Office and USAID funding source policies. Pre-audits and posts financial transactions from a wide variety of documents, such as contracts and grants, purchase orders, travel authorizations, miscellaneous obligating documents, SF1221 disbursing office reports of disbursements, and inter-agency payment and collection (IPAC) reports. Ensures the accuracy and completeness of Phoenix financial records, and prepares adjustment/correction documents (Journal Voucher, SF-1097 and SF-1081) when needed to keep appropriation accounts balanced and reconciled. 40%

B. Controls recurring obligations. Prepare journal vouchers to increase amounts in each recurring obligation as required. Review various commitment, obligations, and disbursement documents such as MAARD, project

agreements, Implementation Letters, contracts, purchase orders, travel orders, leases, allowances, grants, etc. and ensure they are prepared correctly; e.g., on travel authorizations, checks travel regulations to ensure entitlements, proper amounts, etc. Validate these documents for funds availability within amounts allowed and/or available. Enter commitments and obligations as applicable in Phoenix. 20%

C. Participates in the development and monitoring of budget information for operating expense operations. This includes capturing budgetary information that is necessary for submission of the Mission's BFEM (OE budgets, workforce planning, special operations and account reporting). Tracks and monitors budget once it is approved. Identify areas of improvement in budgeting, accruals, accounting processes and other reporting and recommend reducing costs and expenses. Also analyses new and revised procedures as they affect workloads. 10%

D. Other Duties

1. Responsible for conducting an on-going, comprehensive analysis of the Mission's disbursements with US Government authorized Disbursing Offices. This involves the reconciliation of amounts posted with amounts reported by appropriation and relevant obligation, the identification of non-posted amounts and verification of appropriation charged, and the initiation of steps to correct appropriation errors and ensure correct entries are posted to Phoenix. 10%

2. Assists in the compilation, analysis, and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Tool (Web Tool). These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, Foreign Service National Separation Pay); etc. 10%

3. Distributes financial reports to Mission officials, with additional explanatory notes on highlights of these reports, where necessary. Contact vendors to update banking and other required information in the system. 10%

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Candidates will be evaluated and ranked based on the following selection criteria. Reference checks will seek to corroborate candidate self-assessments against these criteria.

A. Education (20 points): A Bachelor's degree from an accredited University, preferably in accounting and finance or business related discipline is required.

B. Experience (30 points): Three to five years of progressively responsible experience in accounting, accounts maintenance, bookkeeping and general business management is required. Closely related accounting technical work with international organizations or U.S. grantee/contractor is preferred.

C. Communication skills (20 points): Level IV (fluent) English and equivalent in Arabic is required.

D. Knowledge (15 points): Thorough knowledge and understanding of basic accounting principles and theories is required. Must have knowledge of appropriation and allotment accounting procedures used in maintaining, reconciling, balancing and closing complex accounts in USAID activities; knowledge of automated system and the mechanized fiscal account code structure.

E. Skills and Abilities (15 points): Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile and balance accounts; and to relate the purpose and objectives of their costs and fiscal requirements. Ability to utilize data processing techniques (MS Office applications; spreadsheets, Internet) is also required.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English Test. Applicants with passing marks will be invited to take an interview in order to select the best-qualified candidate. USAID will screen for nepotism/Conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
Email: iraq-jobs@usaid.gov